TIPSS-2
Treasury Information Processing Support Services

Treasury Information Processing Support Services (TIPSS-2)

Introduction to TIPSS-2

Department of the Treasury, Internal Revenue Service
Office of Procurement

Introduction to TIPSS-2

Training Agenda

- Introductions
- Topic of Discussion
  - Purpose and Background for Workshop
  - Organizational Charts
  - TIPSS-2 Program Features
  - Planning/Pre-Award Activities
  - Performance-Based Service Contracting (PBSC)
  - Contractor Selection Methods
  - RTR Process
  - Customer Roles and Responsibilities
  - Award Process
  - COTR Duties & Responsibilities
  - COTR Training
  - COTR Reference Tools

Introduction to TIPSS-2

Program Features

- **The TIPSS-2 contracts support critical Treasury programs where there is a need for high-quality technical and contractual expertise to ensure the greatest probability of success.**

- **TIPSS-2 *Benefits* for YOU...**

  - **Extensive Pre- and Post-Award Customer Support**
  - **Acquisition and Technical Expertise**
  - **Customer Controls Project**
  - **Quality and Timeliness**
  - **Flexibility and Variety**
  - **Wide Range of World-Class Contractors (18 including 5 Small Businesses) and Subcontractors (284, as of Jan. 2003)**
  - **No Fee for Use**

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TIPSS-2 Contractors

Large Businesses

Accenture

Booz-Allen & Hamilton

Dynamics Research Corp.

DynCorp Systems & Solutions, LLC

Electronic Data Systems

IBM Global Services

Northrop Grumman IT

Management Systems Designers

PEC Solutions, Inc.

Science Applications International Corporation

SRA International, Inc.

TRW Federal Enterprise Solutions Division

Unisys Corporation

Small Businesses

Computer & Hi-tech Mgmt, Inc.

DataSource, Inc.

Dichroma, Inc.

ITS Services, Inc.

Pragmatics Corporation

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Principal Task Areas

Information Systems Services (ISS)

IT support services include:

- Software development
- Security
- Training
- Quality assurance

Telecommunications Support Services (TSS)

- Telecommunications systems programming
- Systems development
- Systems maintenance
- Related disciplines

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Principal Task Areas cont'd
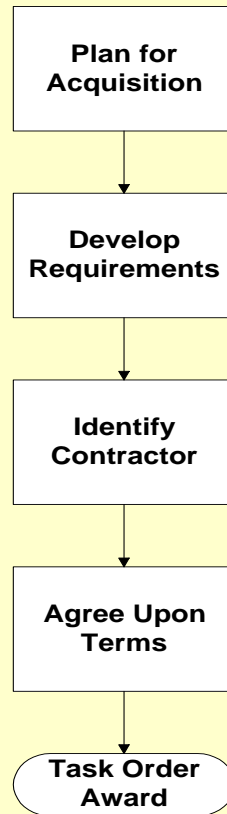
Organizational/Management Services (OMS)

– **Project Management, Project Evaluation, Business Process Reengineering and Transition Management**

– **Technical Support for the Disabled**

– **Independent Validation and Verification**

– **Configuration Management Support**

Operational Support Services (OSS)

– **Mainframes, PCs, LANs and file services**

– **Installation, training and help desk support**

– **Hardware and software maintenance**

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TIPSS-2 Work Flow Diagram

Plan for Acquisition

↓

Develop Requirements

↓

Identify Contractor

↓

Agree Upon Terms

↓

Task Order Award

- **Plan for Acquisition**
  - **Defining basic needs and developing budget**
- **Develop Requirements**
  - **Developing SOW and IGCE**
- **Identify Contractor**
- **Agree on Terms**
- **Task Order Award**

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Identifying Your Needs

- **Develop Statement of Work (SOW)**
  - Describes the actual work to be done by the contractor by means of:
    - Specifications or performance standards
    - Quantities
    - Performance dates
    - Time and place of performance of services

  - Three formats to select from:
    - Term
    - Completion
    - Performance-Based Service Contracting (PBSC)

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Performance-Based Service Contracting (PBSC)

- **Statement of Objectives versus Statement of Work**

  - objective, measurable performance standards which include quality, quantity, and stringent timelines

- **Minimum Requirements**

  - Performance Requirements
  - Performance Standards
  - Quality Assurance Plan

- **OMB PBSC goal established**

  - 30% of all eligible service contract dollars over $25,000 in FY 2003

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Contractor Selection Processes and Definitions

I. COMPETITIVE

- RFI - Request for Information
- RTR - Request for Task Response
- RTCP - Request for Technical and Cost Proposal
- Small Business Set-Asides

II. SOLE SOURCE

- Urgency
- Unique Requirements
- Follow-on

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Competitive Process

- **RFI - Request for Information**
  - Used when a customer is requesting market information or capabilities for planning purposes.

- **RTR - Request for Task Response**
  - Project profiles, references and labor hour by skill mix estimates required.

- **RTCP- Request for Technical and Cost Proposal (also known as Best Value.)**
  - Technical and cost proposals are required.

- **Small Business Set-Asides**
  - Used when a customer requests that only small businesses be considered.
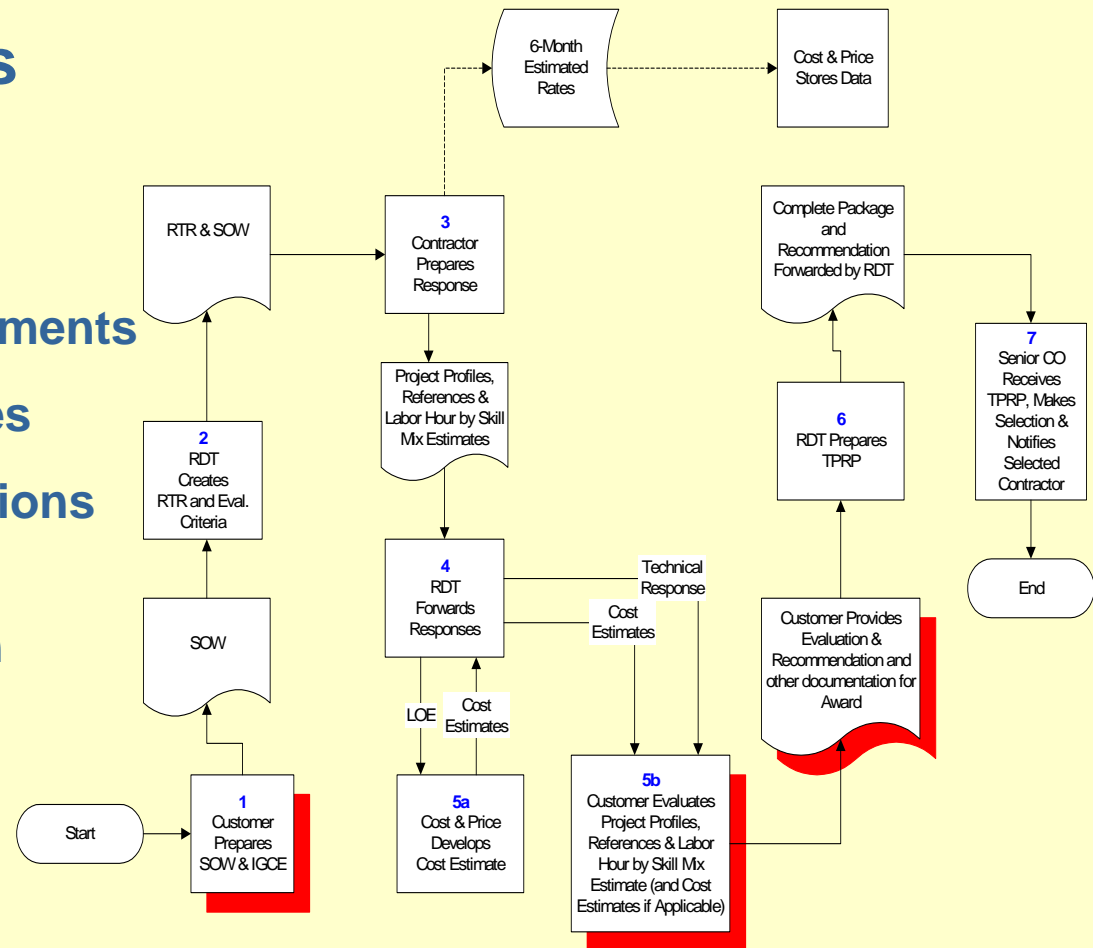
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Sole-Source Process (FAR Part 16.505 (b)(2))

- **Follow-on** – a logical follow-on to a Task Order already issued under the contract, provided that all eligible Contractors were given fair opportunity to be considered for the original Task Order.

- **Unique Requirements** – only one Contractor is capable of providing the services at the level of quality required, because the services to be ordered are unique or highly specialized.

- **Urgency** – the agency need for the particular services is of such urgency that providing all contract awardees an opportunity to be considered would result in unacceptable delays.

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RTR Process

- **Develop Requirements**
- **Solicit Responses**
- **Conduct Evaluations**
- **Selection Recommendation**

TPRP – Task Placement Request Package

RDT – Requirements Development Team

LOE – Level of Effort; RTR Labor Hour Estimate by Skill Mix

Note: Average processing time for RDT from receipt of customers SOW/IGCE to notification of selected contractor is approximately 4 weeks.
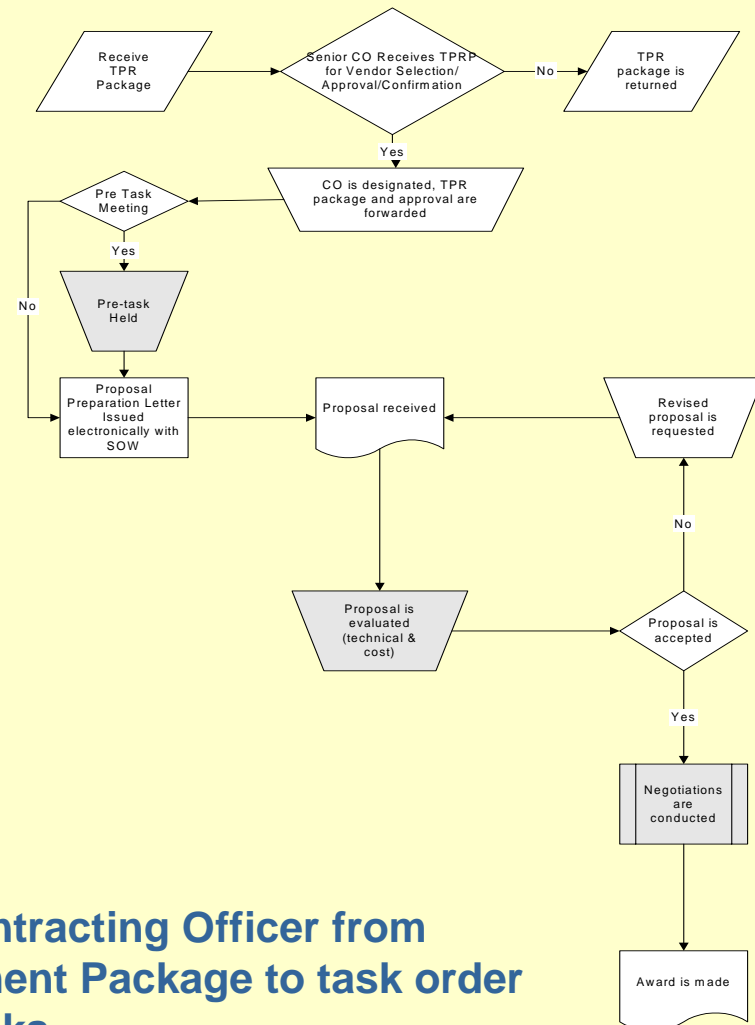
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Customer Roles And Responsibilities

- Prepares SOW at the Beginning of the Process
- Evaluates Project Profiles, References, and Labor Hours by Skill Mix Estimate Along with Estimated Costs
- Provides Documentation for Award
  - Statement of Work/Statement of Objectives
  - Independent Government Cost Estimate (IGCE)
  - Section 508 Documentation
  - Requisition Number
  - COTR Certification
  - Task Placement Request (TPR) Memo
  - Technical/Cost Evaluation for Competitive Selection Process

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Award Process

- **Contractor Selection**
- **Pre-Task Meeting**
- **Proposal Process**
- **Negotiations**
- **Task Order Award**

Average processing time for Contracting Officer from receipt of complete Task Placement Package to task order award is approximately four weeks.

Receive TPR Package → Senior CO Receives TPRP for Vendor Selection/Approval/Confirmation → No → TPR package is returned

Yes ↓

CO is designated, TPR package and approval are forwarded → Pre Task Meeting

Pre Task Meeting → Yes → Pre-task Held → Proposal Preparation Letter Issued electronically with SOW → Proposal received

Pre Task Meeting → No → Proposal Preparation Letter Issued electronically with SOW

Proposal received → Proposal is evaluated (technical & cost) → Proposal is accepted

Revised proposal is requested → Proposal received

Proposal is accepted → No → Revised proposal is requested

Proposal is accepted → Yes → Negotiations are conducted → Award is made